

15 FAM 830

FIRE EMERGENCY ACTION PLANS

(CT:OBO-41; 12-24-2013)
(Office of Origin: OBO)

15 FAM 831 POST FIRE EMERGENCY ACTION PLAN

(CT:OBO-41; 12-24-2013)

- a. Post fire emergency action plan must designate personnel for the following positions:
 - (1) Floor wardens to facilitate evacuation of each floor or area;
 - (2) Fire warden to coordinate the evacuation with floor wardens and to account for all personnel; and
 - (3) Fire department liaison to coordinate fire department activities in relation to security requirements.
- b. Fire emergency actions at post *must* be based on the following priority order:
 - (1) Sound the alarm. Assume that any fire jeopardizes the safety of occupants. Do not delay sounding or responding to the alarm just to determine the size and nature of the fire, as this may waste the time needed to complete rapid evacuation of occupants. **NOTE:** When a building is equipped with a full-fire alarm detection system, the fire alarm system must only be silenced and the "Selectone System" speaker system utilized to instruct personnel if it has been determined the building is fire safe;
 - (2) Initiate evacuation of occupants. When notifying occupants to evacuate, instruct them to use the nearest safe exit route and assemble in a designated place outside the building;
 - (3) Notify the fire department. Do not delay notifying the fire department just to investigate the size and nature of the fire. The post fire department liaison must be prepared to coordinate fire department activities;
 - (4) Continue to evacuate the building. If the fire is located and is small, attempt to extinguish it with fire extinguishers but only if this action presents minimal risk of personal injury. Post personnel must not enter into an area of uncontrolled interior fire without specialized training, knowledge, and protective equipment;
 - (5) Account for all personnel after evacuation. Accountability results (including

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 15
Overseas Buildings Operations

a list of missing or unaccounted for) must be reported to the chief of mission/principal officer (COM/PO), the U.S. representative to an international organization (when PO), regional security officer (RSO), if applicable, or the designated officer *assigned by the COM*; and

(6) Secure the fire scene after extinguishment (see 15 FAM 824). Follow procedures in 15 FAM 821, fire reporting in 15 FAM 823, and fire investigation in 15 FAM 825.

- c. *The post is responsible for distributing and displaying the action plan to familiarize employees with its contents, their duties, and whom they should contact for further information. Employee familiarization must take place within the first 30 days upon arrival and on an annual basis thereafter. The Office of Fire Protection, in the Directorate for Operations, in the Bureau of Overseas Buildings Operations (OBO/OPS/FIR) recommends to post common places for displaying the action plan so employees can read it.*

15 FAM 832 THROUGH 839 UNASSIGNED